

MANUAL: FOM 802-1, Psychotropic Medication	JOB AID Children's Foster Care
SUBJECT: Witnessed Verbal Informed Consent Job Aid	New Issue
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Overview

This job aid outlines the procedure for obtaining witnessed verbal consent when the person authorized to obtain consent cannot be present at an appointment with the prescribing clinician. For information on other aspects of informed consent as part of FOM 802-1 please see:

- Informed Consent-Engaging Parents Job Aid
- Psychotropic Medication Informed Consent Form DHS 1643 Job Aid
- Casework practice during inpatient psychiatric admission Job Aid

The person authorized to consent to the administration of psychotropic medication for a child in foster care (parent/legal guardian for temporary court wards and foster care caseworker for state/MCI wards) should be present for every medical and mental health appointment of a child in foster care. When this is impossible, the following steps should be taken:

Prior to the appointment

The caseworker verifies that the consenting party will be at the appointment:

- IF NOT, the caseworker asks if the consenting party can be available to talk to the doctor by phone during the appointment.
- IF YES, the caseworker contacts the facility/office, reminds about the need for informed consent, notes that the consenting party will be available by phone on the date of the appointment, and provides the following information needed for the call:
 - FC-PMOU Hotline Number 844-764-7668
 - birth date of the child
 - name of the child
 - parent (or caseworker) name
 - contact number for parent/caseworker (dependent on child's legal status)

The facility/office will need to provide the following information during the call:

- doctor's name (spelling)
- office number
- fax number
- date of appointment

Note: It is optimal for the consenting party to be at the appointment; consider rescheduling the appointment if the consenting party cannot attend even by phone.

Note: The caseworker should also be on the call, if possible, to assist with obtaining witnessed verbal consent

Day of appointment – Successful Witnessed Verbal Consent Process

- The facility/office staff/physician calls the FC-PMOU hotline when they are ready to complete the consent process.
- FC-PMOU staff conferences in the consenting party, witnesses the consent discussion and documents the consent in the database.
- The FC-PMOU sends the DHS-1643 with **Section A, B, and C** prefilled for the doctor's review.
- The doctor or his/her designee reviews sections B and C, the doctor signs (section C bottom), and returns to the FC-PMOU.

Day of appointment – Unsuccessful Witnessed Verbal Consent Process

- If the conference call is **not** successful, e.g. the parent or caseworker does not answer the call, the FC-PMOU staff informs the doctor's office that the consent was **not** obtained, and medication **cannot** start. An email is sent to the caseworker to indicate the consent did not take place and to inform the caseworker that assistance is needed to obtain consent in order to start medication.
- If the caseworker receives an email notice of the **unsuccessful** consent, he/she must contact the legal parent, or look at his/her own schedule, depending on the child's legal status, to determine what steps must be taken to complete the consent process.

Note: The caseworker is responsible for maintaining follow up until the consent is obtained within timeframes in policy.